

INSTRUCTIONS - SCHOOL NUTRITION PROGRAMS - Part 2

One copy is to be completed with an original signature and returned to the State Agency. The application is available on the website for downloading and completing on your own computer <http://doe.sd.gov/oess/cans/nsfp/applications.asp> Look under Forms & Documents. You can download and complete this on your computer. Submit the application by mail because it requires an original signature or, if your agency has the capability, it can have an electronic signature.

Fill in the Local Agency Name and the 7-digit Local Agency number CANS uses, if you know it.

A. PROGRAMS

Check the program(s) and options the school food authority desires to operate. Check Food Distribution if you plan to order commodities.

B. PRICING STRUCTURE

Indicate whether the programs are pricing (charges for meals or milk) or non-pricing (does not charge for meals or milk). Check the option chosen for Pricing Special Milk Programs if applicable.

C. SEVERE NEED BREAKFAST

The Severe Need Breakfast Attachment needs to be completed as documentation for severe need breakfast sites. It is acceptable to operate some sites on the regular and others on severe need reimbursement options.

D. FREE & REDUCED PRICE ELIGIBILITY

1. Frequency and method of obtaining applications: Indicate how frequently applications will be obtained. If you need more information on Provision 1, 2, or 3, contact Child and Adult Nutrition Services or the website under training and technical assistance. Attendance at workshop on Special Provisions is required before the approval for Specials Provisions is given.

SFAs participating in Provisions 2 and 3 are allowed to request extensions to the initial cycle if it can be determined that available socioeconomic data indicates that the income level of the school population has remained stable since free and reduced price applications were taken. Schools are not required to take new applications if approved socioeconomic data indicate that the economic status has remained stable or has decreased. Schools that plan to request the extension should contact Child and Adult Nutrition Services for additional guidance.

Residential Child Care Institutions (RCCI) may obtain information through one of two means for residential students. Staff may use the roster provided or develop a different roster containing the same information. An approved application must be on file if meals for day students attending education programs are claimed for reimbursement at free or reduced price rates.

2. Determining/hearing officials: Enter the names and titles of the two different officials who will determine the eligibility of applicants for free and reduced price meals and who will hear any appeals made by parents if they disagree with the original determination. The hearing official should rank higher than or be independent of the determining official. Nonpricing programs do not need a hearing official.

E. MEAL/MILK BILLING AND PAYMENT COLLECTION

Describe, on a separate page if needed, how payment for meals/milk will be billed and collected without overt identification. Nonpricing programs do not need a collection procedure.

F. PROGRAM MONITORING

Check the appropriate box for on-site monitoring of lunch sites. Site monitoring is required when there is more than one location for ticket sales and/or meal service. Refer to SD NSLP memo #52.1 for further information and on-site worksheet.

Check the appropriate box for on-site monitoring for snack after school sites. Refer to SD NSLP memo #36 for the on-site worksheet.

Check the appropriate box to indicate that attachment F will be completed annually to update verification and on-site monitoring requirements.

G. CLAIM PREPARATION

Indicate whether or not the three edit checks are applied to daily meal counts. Refer to SD NSLP memo #53 for the format. Alternate edit checks may be approved if the last review showed no problems with the meal counting and claiming process, and if they meet the purpose of flagging potential errors.

H. SNACK AFTER SCHOOL

Check the appropriate answers and provide answers to the questions asked. Refer to the agreement (Part 4) for additional information or the CANS website under Programs. Part 3 asks for additional site-specific information.

I. OCTOBER DATA

Check box as a reminder that the October Data Survey report is due annually to CANS no later than November 10.

J. VERIFICATION

Check the boxes as a reminder that verification needs to be completed annually and submitted to CANS no later than February 1.

K. ADDITIONAL ATTACHMENTS

Include copies of required documentation and check which documents are attached.

L. CERTIFICATION

Sign the certification that the information is true and correct. Signature should be the same as the person who signed the combined application.